

# **ROCKY MOUNTAIN REGION**

## **Colorado Wing**

### **Incident Action Pre-Plan Guide**

This guide is an outline to be used by all Squadrons and Groups in the Colorado Wing for the submission of IAPP's for approval for funding. The verbiage used by the Squadrons need not be exactly as presented in this guide, however, all REQUIRED [R] sections must be identifiable and addressed in the wing document.

The guide contains two sections. The first is the document outline containing Headings 1, 2 & 3 and the second is an amplification of each part of the document.

Use of this guide for submission of IAPP's is required as of 15 October 2005. Submission will be via email as a **Microsoft Word Document** to [DOS@cowg.cap.gov](mailto:DOS@cowg.cap.gov) Submission of the plan should be from the Squadron Commander or an authorized individual whose submission indicates approval of the plan by the Squadron Commander. A Form 10 MUST accompany the IAPP with matching dates. The Form 10 should be submitted in Microsoft Word with a signature if possible. If not, a copy of the form 10 may be faxed. Sections marked with [R] in the outline MUST be provided for approval. The additional sections should be completed prior to the exercise in order to give the general membership sufficient information to enable effective training. Training exercises NOT requiring use of USAF funding need NOT be submitted.

Publication of this document will only be to authorized personnel for **OFFICIAL USE ONLY**. Any posting on the web must be in a password protected area

# Incident Action Pre-Plan Outline

## 1. GENERAL INFORMATION

- a. Type of Exercise [R]
- b. Project Officer [R]
- c. Host Unit
- d. Incident Base Location [R]
  - d.1 Physical Location
  - d.2 Contact Information [R]
- e. Additional Locations
  - e.1 Physical Location
  - e.2 On Duty Base Personnel
  - e.3 Contact Information
- f. Primary Dates & Times [R]
- g. Alternatives Dates & Changes
- h. USAF Funding Requirement [R]

## 2. MISSION INFORMATION

- a. Mission Symbols
- b. USAF Mission Number [*Supplied by RMR*]
- c. Training and Mission Objectives [R]
- d. Mission Staff [R]
- e. Initial Reporting Times and Locations [R]
- f. Operations
- g. Communications [R]
- h. Billeting and Food Information
- i. Uniform Requirements [R]
- j. Demobilization Plan [R]
- k. Finance and Administration [R]

## 3. SAFETY

# Incident Action Pre-Plan Outline Amplification

**TYPE OF EXERCISE [R]** – This section describes the exercise in basic terms. Examples are:

DAY VFR AIR ALL WING  
OVERNIGHT GROUND CADET  
DAY/NIGHT AIR/GROUND GROUP 3  
DAY VFR/IFR AIR CD

**PROJECT OFFICER [R]** – The individual (Name and Contact Information) to whom questions on this exercise should be addressed.

**HOST UNIT** - This is the unit (Identification and Contact Information) that will be the contact point for local logistical and administrative arrangements.

**INCIDENT BASE LOCATION [R]** – The location from which the exercise will be managed. Ground and/or Air Sorties may or may not be dispatched from this location. The exact physical location of the base and the methods to contact mission personnel at this base must be specified. An example is: Buckley AFB, Hangar 909, 2<sup>nd</sup> Floor Conference Room (303) 909-1234, Denver Repeater; email:cowgic@buckley.afb.gov

**ADDITIONAL LOCATIONS** – Locations from which other exercise activities will occur. Any personnel who will remain on duty at the location should be specified. The exact physical location of the base and the methods to contact mission personnel at this base must be specified. An example is: Canyonlands Field, Moab; Pilots Lounge, (435) 259-3211; Capt. John Smith Air Operations; CAPF 4311 (C182) – Crew of three

**PRIMARY DATES & TIMES [R]** – The scheduled dates and times of the exercise

**ALTERNATE DATES & CHANGES** – Schedule in the event inclement weather or circumstance prevents execution on the primary date. The section will reflect any planned changes if the exercise is rescheduled; i.e., additional locations that will not be used.

**COMMUNICATIONS [R]** – On the front page of the document, the following statement is required:

## **UNCLASSIFIED - FOR OFFICIAL USE ONLY (FOUO)**

Frequency and India Code information contained in this document is designated by the Department of Defense as For Official Use Only and may not be released to anyone without prior permission of the NHQ/DOK and CAP-USAF

This statement is also required to be on the page that shows the communications procedures and frequency information. ALSO, on the top and bottom of each page, the following statement shall be included as a header and footer: **UNCLASSIFIED - FOR OFFICIAL USE ONLY (FOUO)**

These statements are required for any CAP documents with frequency information on them. A current version of the India Codes are required in the communications section. A copy of the India codes can be obtained via e-mail from the Wing DOS.

**UNIFORM REQUIREMENTS [R]** – Uniforms are required as per 39-1.

**USAF FUNDING REQUIREMENT [R]** – The amount of funding required from USAF funds to execute this mission. This section includes all financial information required on the Form 10.

(1) Hours and reimbursement for each type of aircraft. [Following hourly rate approximations can be used for corporate aircraft: C182 \$88 T-182 \$93 TR-182 \$103]

(2) Vehicle Gas & Oil [include transportation to/from Mission bases]

(3) Communication Expenses [phone, internet, satellite time]

# SAFETY BRIEFING GUIDE

1. All Aircrews will use operational risk management before departure.
2. No hats on the flight line
3. FOD Walk – Ramp Clear
3. Proper taxi route marked and briefed
4. Local Area hazards – Airfield Driving
5. Follow ramp marshaller's hand signals, not the person.
6. Refueling Operation
  - ◆ Aircraft Grounded
  - ◆ Extinguisher Available
  - ◆ No smoking on the Flight Line
7. Use checklist for preflight and all other phases of flight
  - ◆ Visually check the fuel and oil
  - ◆ Aurally check the stall warning (visual also on some aircraft)
  - ◆ Use checklist to shut down and secure the airplane
  - ◆ Make sure the aircraft is chocked
  - ◆ All aircraft must be tied down overnight and during high wind conditions
  - ◆ Install the gust lock
  - ◆ Install the avionics lock after the last flight of the day
  - ◆ Make sure all snow, Ice and frost is removed from the aircraft
8. Compute weight and balance
9. Do Not drive vehicles on the flight line
10. Make sure you brief your crew thoroughly on
  - ◆ Entry/exit door operations
  - ◆ Emergency exit/egress procedures
  - ◆ Use of passenger restraint systems
  - ◆ Location and use of on-board emergency equipment
  - ◆ No smoking policy
  - ◆ Crew duties
  - ◆ Crew coordination
  - ◆ Mission Objectives
  - ◆ Other briefing items determined by the pilot
11. Report time off, in grid, out of grid, and on ground to Mission Base. There will be roll calls initiated by Mission Base on the hour each hour for status reports.
12. Watch out for geese, ducks, hawks, hot air balloons, and other aircraft, including NORDO (no-radio) aircraft and ultralights
13. Low Level training route activity and pop up TFRs (check with FSS hourly by AOBD or IC)
14. Hazard reporting – report immediately to MC/IC staff – CAP Form 26
15. Fatigue
  - ◆ Crew duty day is 14 hours no more than 8 hours flying (CAPR 60-1 Change 1)
  - ◆ Periodic separation from flight duty station
  - ◆ Periodic light refreshment of moderate amounts of hot food
  - ◆ Avoid excessive smoking
  - ◆ Get a good night sleep